

MS 1701

MEMORANDUM FOR: Acting Deputy Director (Support)

THROUGH: Chief, Management Staff

SUBJECT: Revision of Table of Organization for the Office of Personnel

1. This memorandum submits a recommendation for approval of the Acting Deputy Director (Support). Such recommendation is contained in paragraph 5.

2. The attached revision of the Office of Personnel Table of Organization is designed to realign assignments of existing functions and to relocate or redefine existing positions to provide more efficient and effective service, through procedural improvements, additional support to new programs, and establishment of a central personnel unit for the Office of the Deputy Director (Plans). Through this reorganization we are able to effect a net reduction of four positions. Accordingly, the personnel ceiling for the Office of Personnel may be correspondingly reduced, i.e. from the present [REDACTED] No change in the average 25X9A2 grade of the position structure is proposed.

3. Principal organizational changes are the reorganization of the Personnel Assignment Division to form the Personnel Operations Division, the establishment of a Clarifastine Services Personnel Division, and the establishment of a unit headed by the Special Assistant to the Director of Personnel to handle termination cases.

A. The Personnel Assignment Division previously included three Placement Branches supporting the three major components of the Agency, a Clerical Placement Branch, a Qualifications Analysis Branch, and a Counseling Branch. The new Personnel Operations Division includes:

(1) An enlarged staff in the office of the Division Chief to provide for an expanded out-placement service and for presentations and indoctrinations for supervisory officials and personnel officers concerning new Agency personnel programs as well as personnel matters generally. In the past, out-placement activity has been effective at the clerical level; senior officers have been assigned to this service to broaden its scope and level. Major changes in the Agency's personnel program, such as the flexible T/O system, and increasing emphasis on the responsibilities of the Career Services and supervisory officials for personnel management requires continuing effort to inform them and their supporting staffs as to current policies, procedures and services.

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NO CHANGE in Class. ☒ DECLASSIFIED

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(2) An Operations Branch which generally represents a consolidation of the DDJ and EDS placement units and which will be staffed by Personnel Representatives. These Representatives will be personnel generalists who, in addition to providing assistance to operating officials in matters of assignment, will serve as focal points for coordinating and providing Office of Personnel support in various matters. Technical experts in such subjects as retirement and benefits in the other Divisions of the Office of Personnel will be available to handle more difficult questions or problems either directly with the office or individual concerned or through the Personnel Representatives. We believe this arrangement will permit us to provide improved professional service and to give greater recognition to the responsibilities of the heads of Career Services and their supporting staffs in the operating components for individual personnel actions and day-to-day personnel management.

The Operations Branch will also assume the clerical tasks of appointment processing previously performed in the Records and Services Division. This will permit some streamlining of these procedures but, more importantly, will provide for continued attention by a professional personnel officer to candidates in process.

(3) The Clerical Assignment Branch which is responsible for the selection and initial assignment of clerical personnel and operation of the Interim Assignment Section. This unit will also assume the appointment processing activity for clerical appointees previously performed in the Records and Services Division.

(4) The Qualifications Analysis Branch, which will continue to be responsible for screening mailed-in applications and for maintaining qualifications data and registers for applicants, employees, and consultants.

(5) The Employee Relations Branch, which represents a consolidation of the former Counseling Branch of the Personnel Assignment Division and the Employees Services Branch of the Records and Services Division. These activities were merged on a trial basis several months ago and the consolidation has proved satisfactory. The functions of this unit remain the same except for transfer of the out-placement activity to the office of the Division Chief.

B. The Clandestine Services Personnel Division represents a consolidation of functions and positions of the career management units in the Clandestine Services, the DIP Branch of the former Personnel Assignment Division, and the staff of the Special Support Assistant (Personnel). This unit, although located on the Table of

Organization of this office, will be under the supervision of the Clandestine Services Personnel Officer who is assigned to the T/O of the Special Support Assistant to the Deputy Director (Support) as the Assistant Special Support Assistant (Personnel). The Clandestine Services Personnel Officer is authorized to approve personnel actions affecting Clandestine Services personnel and forward them directly to the Records and Services Division, Office of Personnel, for review as to technical requirements, processing, and authentication. In the past, such actions were reviewed by the Personnel Assignment Division. This new arrangement will correct much current duplication of effort and confusion as to supervisory channels.

The Files Section of the Records and Services Division will be divided into two units in order to locate folders for DBP personnel with the Clandestine Services Personnel Division. This will eliminate some duplication in the maintenance of unofficial personnel folders and will increase the accessibility of the official personnel folders to Clandestine Services Career Service officials.

C. Increasing activity in termination cases and implementation of selection-out procedures has required the establishment of a special unit, reporting directly to the Director of Personnel. This unit is headed by the Special Assistant to the Director of Personnel and includes, in addition, one professional personnel officer, a secretary, and two court reporters. These reporters meet various requirements for verbatim recording of conferences and meetings throughout the Agency as well as taking termination proceedings.

4. Other changes cover reductions in personnel, notably in the Records and Services Division and in the Position Evaluation Division to provide for increases in other areas.

A. The Appointment Section of the Records and Services Division has been merged with the Operations Branch and the Clerical Assignment Branch of the Personnel Operations Division. Six appointment clerks and one correspondence clerk were affected. The formal transfer of the Employee Services Branch to the Personnel Operations Division involves a shift of five positions. In addition to these transfers involving eleven positions, seven others have been eliminated.

B. The Position Evaluation Division, redesignated as the Salary and Wage Division, has eliminated eight positions in anticipation of reduced workload resulting from the installation of the recently approved flexible T/O system.

C. The Rotation and Training Unit has been increased from five to eleven to form the initial Development Complement for the Personnel Career Service.

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